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Report for Week Ending 15 August 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Typing was started on the reports listings to be furnished DD/S Office and Staff Reports Management Officers. The memorandum for continuing the DD/S reports management program was forwarded for Mr. Lloyd's signature. Project is now 75% complete.

Projects 6-13, Dispatch Format and Procedure, and 6-22, DD/I Reports Survey

No change in status.

Project 6-35 - Survey of Procurement Division Contract Files

Removal of the superfluous requisition folders was completed. Over 13,000 folders were removed. They will be used again for a saving of about \$390. Removal of this and other inactive material emptied four five drawer letter size cabinets and one four drawer letter size cabinet. These were removed from the file room. The consequent reduction in floor load made possible the rearrangement of filing cabinets described in the attached report. This report also recommends action for completing the project. Project is now 80% complete.

General Information

1. Began work on a brochure, "The Correct Angle," which will promote the use of lift boxes for more accurate, faster and easier typing.
2. Reviewed a study by the Chief Reading Improvement Branch, on the readability of office memoranda, and submitted recommendations to Mr. [REDACTED] for his preparation of DD/S comments on the study.

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